

Southern 14 Workforce Investment Board, Inc.

**Items Approved at Board Meetings
2001**

January 9, 2001

- ✓ December 2000 minutes
- ✓ December 2000 financial report
- ✓ Committee Chairman as presented
 - Program/Certification – Chris Howton
 - Adult/Dislocated Worker – Dean Rogan, Sr.
 - Planning – Ginnie Hartman
 - Personnel – Chet McMullen
 - Marketing/ Public Relations – Tim Bellamey
 - Bylaw – Don Goff
- ✓ Modifications to the WIA grant using the already approved methodology for carry-forward funds
- ✓ WADI, Mid-5, and SDC approved as youth service providers for WIA 26
- ✓ Hamilton Unit #10, ROE #2, and ROE #20 as subcontractors for amounts over \$10,000

February 13, 2001

- ✓ January minutes
- ✓ January Financial Reports
- ✓ Increase of Board Staff salaries as follows:
 - Executive Coordinator to \$37,500
 - Fiscal Officer to \$30,000
 - Planner/Monitor to \$25,000
- ✓ Increase the employee insurance premium to \$400
- ✓ Hire part-time (20 hour per week) staff person & minimum wage with 90 day salary review
- ✓ Bid of \$1,100 from Dave's Telephone and Electronics for a telephone system for the office
- ✓ Bid of \$689.39 from Tri-State Business & Equipment for a desk for the planner/monitor
- ✓ Office budget as presented
- ✓ Adult Needs/Related policy.

March 13, 2001

- ✓ February Minutes
- ✓ February Financial Report
- ✓ **Youth Council** - PY 2000 RFP for Youth Services approved for PY2001 with the following changes:
 - Change all dates to reflect the new year time lines
 - Add the statement, a maximum of 20% of funds allocated shall be used for operational costs
 - Continue using 34% as the percentage of "out of school" youth and 66% as "in school youth"
- ✓ **Program Certification Committee**
 - MOU Site Specific figures as presented commitment of WIA administrative funds in the amount of \$14216.60
 - Give Board chairman Mike Egbert authority to sign if all the MOU agreements are received from the partners and no changes.
- ✓ **Personnel Committee**
 - Secretary job description after #6 is corrected by deleting the words "and deposit checks"
 - Addition to Executive Coordinator's job description the following:
'follows up and pursues initial effort with supplemental action to closure'

Southern 14 Workforce Investment Board, Inc.

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- Personnel policies approved with changes and the corrections are made to change “accounting” to “according” under II; and day to days on page 6, item 8.

April 10, 2001

- ✓ March Minutes
- ✓ March Financial Report
- ✓ Letter of Support and Testimony for the expansion of the Opportunities for Access program for services into Edwards, Hamilton Wabash and White Counties
- ✓ Donation of a computer to the Guardian Center
- ✓ Refer recommendation to Executive Committee regarding modifying bylaws to require quarterly meeting instead of monthly meetings, utilizing the committee structure and giving the existing committee the authority to act on day to day items except for hiring, firing, and salary related items which would require formal approval of the full board prior to action. Also Youth Council directs its recommendations to the Executive Committee for any items requiring immediate action.
- ✓ Service Providers are to review the unemployment rates as they are released, and report them (broken down by areas in a more practical format) to the Planning Committee and/or the Board and to the partner consortiums.
- ✓ Adult/Dislocated portion of the PY 2001 Programmatic Funding Form and the Cumulative Registrant Form
- ✓ Youth Portion of the PY 2001 Programmatic Funding Form and the Cumulative Registrant Form
- ✓ Approval of local fund eligibility definitions.
- ✓ Administrative portion of the PY 2001 Programmatic Funding Form
- ✓ Purchase of desk from Tri-State Business Equipment for the amount of \$687.90 for Fiscal Officer
- ✓ Hire Kim Jacobs as part time secretary

May 8, 2001

- ✓ April Minutes
- ✓ April Financial Report
- ✓ Service to all clients who worked and have been laid off from Burkhart Foam Plant in Cario whether they lived in another state or not.
- ✓ Affiliate Site Proposal
- ✓ LWIB Meetings to remain monthly³

June 12, 2001

- ✓ May Minutes
- ✓ May Financial Report
- ✓ WADI, SDC, and Mid-5 receive contracts for program year 2001 as youth service providers and that Hamilton Unit #10, ROE #2 and ROE #20 be subcontractors for contracts over \$10,000

July 10, 2001

- ✓ June Minutes
- ✓ June Financial Report
- ✓ No application to state for H-1B funds
- ✓ Delete items i. and j. of number 11 from the Participant Guidelines of the Local ITA Policy
- ✓ Draft Policy for Credentialing Participants for On The Job Training

